



ON THE JOB TRAINING PROGRAM

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EFFECTIVE DATE: 12-01-13

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I. POLICY

Regardless of the education, training, or experience that any new Division employee possesses, a period of On the Job Training (OJT) is necessary to afford the employee time and opportunity to learn the nuances of their new position and how their existing knowledge, skills, and abilities translate into meeting the new demands placed upon them. The length of OJT will depend on current, demonstrated abilities of the employee, the complexity of the task(s), and an evaluation by the trainer(s) and supervisors. All OJT requirements of law enforcement employees will be completed in accordance with the requirements of the Maryland Police Training and Standards Commission.

II. FIELD TRAINING OFFICERS

Division members may be asked to serve as Field Training Officers to new employees benefitting not only the employee but the trainer as well. The more effort the trainer puts into the OTJ program, the better the new employee should be able to perform, subsequently leading to better overall performance of the entire unit.

Field Training Officers may be selected based on a variety of criteria such as a desire to participate, job knowledge, leadership, reliability, and thoroughness. Primary OJT Trainers of law enforcement employees must be certified as Field Training Officers (FTO) by the Maryland Police Training and Standards Commission.

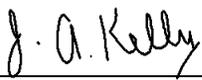
III. OJT TERMINATION

Before ending the OJT period, component supervisors will interview the new employee and the OJT trainers who have worked with the new employee to determine if the employee believes that he or she has a working understanding of the job and that the trainer is convincingly satisfied the employee is ready perform full duties. The interviewing supervisor will submit a memorandum to the Director, via chain of command, documenting:

1. the name of the employee
2. the name(s) of the trainers
3. the length of training
4. the results of the training
5. a recommendation to assign the employee full duties, if appropriate

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IV. CANCELLATION: None.



Jeffrey A. Kelly, Director